



COUNTY OF BLAND JOB DESCRIPTION

POSITION: Administrative Assistant / Project Coordinator

DEPARTMENT: County Administration

EMPLOYMENT STATUS: Non-Exempt

POSITION DEFINITION:

Under the supervision of the County Administrator, the Administrative Assistant / Project Coordinator will be a goal driven, highly motivated professional that will coordinate and assist in the implementation and administration of various county projects and programs; coordinate various on-going and future-planned county projects; coordinate project activities with the community, the private sector, and county officials; locate, pursue, secure, and coordinate grant funding for county programs and projects.

The ideal candidate will be ambitious and goal driven, have considerable knowledge of principles and practices of local government operations and public/private development, work well alone and as part of a team, have excellent personable skills to enable effective communication orally and written with the public as well as with various organizations, and actively participate in the acquisition of funding for county programs and projects.

ESSENTIAL DUTIES:

(Duties may include, but are not limited to, the following)

- Assists in preparing, administering and managing contracts and agreements related to economic and community development projects and programs;
- Assists in preparing, monitoring, and administering operating budgets and funding allocations;
- Coordinates the grant application program;
- Assists in the coordination and development of projects and programs;
- Assists in the preparation of a variety of reports, recommendations, contracts, and memoranda to the Board of Supervisors, other public agencies, boards and commissions, and the community relating to the economic and community development matters;
- Responds to inquiries and provides information regarding project activities and other related matters; attends meetings; serves on committees as assigned and participates in discussions regarding county operations and development projects;

- Assists with maintenance of detailed files related to real property parcels, economic and environmental data, and land planning information within the defined development areas in coordination with the County Administrator;
- Coordinates with the County Administrator in the development and release of news and public notices;
- Coordinates and maintains the county website and social media accounts;
- Performs all other related duties similar to the above in scope and function as directed by the County Administrator

EMPLOYMENT STANDARDS:

Knowledge of:

- Local government operations and procedures;
- Project management; Virginia law, and relevant Federal laws, regulations, reporting requirements, financial procedures, etc.;
- Principles and practices of business, business finance, organization, administration, municipal finance, public/private financing, planning, and grants and contract administration;
- Procedures and policies for advancing county programs, and techniques for promoting economic and community development;
- Microsoft Office (word, excel, power point, access);

Ability to:

- Plan, organize, and direct major programs with multiple projects in a complex environment
- Perform and interpret difficult analysis, and prepare and present reports
- Read and interpret laws
- Develop plans to meet future needs
- Deal constructively with conflict and develop effective resolutions
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with representatives from both the public and private sector
- Negotiate objectives effectively with developers, property owners, contractors, consultants, and citizens
- Perform site inspections
- Prepare and manage budgets
- Prepare detailed computer spreadsheets

Special Abilities:

- Must be available to attend a variety of meetings outside the normal working hours; assignments may include occasional travel outside the area.
- Applicant must be ambitious, with the ability to communicate effectively and work with various project and community stakeholders.

Possession of:

- A valid Virginia driver's license and to include a safe driving record.

Training and Experience:

- Combination of related education, training, and experience in public administration, project management, community development, or related field is accepted.
- Applicant must be open to learning new programs and methods for the benefit of varied county operations.

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